



## Acceptable Use Policy

**October 1, 2001**

## **Statement of User Responsibility**

- A. To be an authorized COVA Entity user of the eVA system resources, you must have obtained approval for your account from your COVA Entity's eVA Security Officer, and you must be currently in good standing as a permanent, temporary, or contract employee of a COVA Entity, which is defined as a Commonwealth of Virginia (State) agency, institution, and/or public body.
- B. As an authorized COVA Entity user, you are responsible for the security and use of your eVA account. You accept full responsibility for your account and for all activity performed on the eVA system under this account.
- C. It is prohibited for any user other than the assigned account owner to use said account. You are responsible for preventing unauthorized use of your eVA account, as well as refraining from using someone else's account.

## **Definition of Appropriate Use**

Valid uses of the eVA system resources include but are not limited to using eVA resources for the intended and stated purposes of:

- ? Bid development
- ? Bid and contract awards
- ? Purchase approvals
- ? Placing orders
- ? Processing requisitions
- ? Recording of receipts
- ? Training
- ? Administrative purposes
- ? Respecting the copyright protection of licensed software and documentation.
- ? Following all COVA and eVA policies, as well as all local, state, and federal laws related to computing and information systems.

Unauthorized copying, sending, or receiving of copyrighted or trademarked materials is strictly prohibited.

It is a violation of Commonwealth of Virginia policy to use the eVA system for promoting outside business interests. The eVA system shall not be used for private consulting or personal gain. The eVA system may not be used to support or engage in any other conduct prohibited by Commonwealth of Virginia policy, including the eVA Security Management Policy.

It is a violation of this policy to examine, or attempt to examine, another eVA user's or COVA Entity's files or data. Noted exceptions are personnel who must examine these files or data while performing their assigned duties during the auditing process, DPS reviews, agency controller reviews, or other approved activities to monitor and manage the eVA process and system.

It is in violation of Commonwealth of Virginia policy to post, send, or display defamatory, harassing, pornographic, obscene, or patently offensive sexual materials. These violations are in addition to items prohibited by any other local, state, or federal law.

Fraudulent use of computer accounts, networks, mail services or other resources is a serious violation. Federal and Virginia state law makes unauthorized access and interference with computer systems, computer data and other computer users illegal.

### **Possible Sanctions for Misuse**

The Global eVA Security Officer may monitor, record and store computing activities of the use of the eVA systems. If such monitoring, recording, and storage reveal possible evidence of inappropriate, unethical, or illegal activity within the eVA system, the Global eVA Security Officer will contact the COVA Entity's eVA Security Officer regarding the alleged violations of this policy.

It is not appropriate to use any eVA resource in a way that is detrimental to the normal operation of eVA process. Penalties for violations of this policy may include, but are not limited to, suspension of the use of eVA resources and referral to the appropriate local law enforcement agency for possible prosecution and/or civil action.

Upon detection of an alleged violation, the Global eVA Security Officer will disable the account. The account will remain inactive until:

- 1) Corrective action has been taken by the COVA Entity eVA Security Officer.
- 2) The COVA Entity's eVA Security Officer has notified the Global eVA Security Officer of the correction(s).
- 3) The remedial actions have been validated by the Global eVA Security Officer.

If corrective action is not taken at the COVA Entity level, the Global eVA Security Officer may:

- a. recommend to the Department of General Services Director of Purchasing & Supply that an eVA user be permanently suspended from use of the system,

- b. forward a copy of the report to the user COVA Entity's Director of Purchasing with a recommendation of disciplinary action, and
- c. refer the matter to the appropriate legal authorities.

#### ACKNOWLEDGEMENT

By clicking on the " AGREE" button on the eVA Web site, I acknowledge that I have read and understand the eVA Acceptable Use Policy, and that I will follow these guidelines. I also acknowledge that I will report any violations immediately to the Global eVA Security Officer at [eVAsecurity@mail.dgs.state.va.us](mailto:eVAsecurity@mail.dgs.state.va.us).